

FORM P(1): SITE PLAN REVIEW – E.P.C. PUBLIC HEARING

- ☐ SITE DEVELOPMENT PLAN FOR SUBDIVISION
- ☐ IP MASTER DEVELOPMENT PLAN

\_\_\_ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.  
For IP master development plans, include general building and parking locations, and design requirements for buildings, landscaping, lighting, and signage.

\_\_\_ Site plans and related drawings reduced to 8.5" x 11" format

\_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

\_\_\_ Letter briefly describing, explaining, and justifying the request

\_\_\_ Letter of authorization from the property owner if application is submitted by an agent

\_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

\_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist

\_\_\_ Sign Posting Agreement

\_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)

\_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures

\_\_\_ Fee (see schedule)

\_\_\_ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

- ☐ SITE DEVELOPMENT PLAN FOR BUILDING PERMIT
- ☐ SITE DEVELOPMENT PLAN and/or WAIVER OF STANDARDS FOR WIRELESS TELECOM FACILITY

\_\_\_ Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.

\_\_\_ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **30** copies for EPC public hearings.

\_\_\_ Site plans and related drawings reduced to 8.5" x 11" format

\_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

\_\_\_ Letter briefly describing, explaining, and justifying the request

\_\_\_ Letter of authorization from the property owner if application is submitted by an agent

\_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

\_\_\_ Sign Posting Agreement

\_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist

\_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)

\_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures

\_\_\_ Fee (see schedule)

\_\_\_ Any original and/or related file numbers are listed on the cover application

**NOTE:** For wireless telecom facilities (administrative reviews that have been referred to the EPC, or requests for waivers of requirements) the following materials are required in addition to those listed above for application submittal:

\_\_\_ Collocation evidence as described in Zoning Code §14-16-3-17(A)(5)

\_\_\_ Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2

\_\_\_ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)

\_\_\_ Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)

\_\_\_ Distance to nearest existing free standing tower and its owner's name if the proposed facility is also a free standing tower

\_\_\_ Registered Engineer's stamp on the Site Development Plans

\_\_\_ Office of Community & Neighborhood Coordination inquiry response as above **based on ¼ mile radius**

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

- ☐ AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION
- ☐ AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

\_\_\_ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings

\_\_\_ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings

\_\_\_ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **30** copies for EPC public hearings

\_\_\_ Site plans and related drawings reduced to 8.5" x 11" format

\_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)

\_\_\_ Letter briefly describing, explaining, and justifying the request

\_\_\_ Letter of authorization from the property owner if application is submitted by an agent

\_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts

\_\_\_ Sign Posting Agreement

\_\_\_ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)

\_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures

\_\_\_ Fee (see schedule)

\_\_\_ Any original and/or related file numbers are listed on the cover application

EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

\_\_\_\_\_ Applicant name (print)

\_\_\_\_\_ Applicant signature / date



Form revised May 2003

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected      | _____ - _____ - _____    |
| <input type="checkbox"/> Case #s assigned    | _____ - _____ - _____    |
| <input type="checkbox"/> Related #s listed   | _____ - _____ - _____    |

\_\_\_\_\_ Planner signature / date

**Project #** \_\_\_\_\_

FORM P(2): SITE PLAN REVIEW - D.R.B. PUBLIC HEARING

☐ SITE DEVELOPMENT PLAN FOR SUBDIVISION

- \_\_\_ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Copy of the document delegating approval authority to the DRB
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

☐ SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- \_\_\_ Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24** copies for DRB public hearings
  - \_\_\_ Solid Waste Management Department signature on Site Plan
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Copy of the document delegating approval authority to the DRB
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Blue-line copy of Site Plan with Fire Marshal's stamp
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

☐ AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION

☐ AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- \_\_\_ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24** copies for DRB public hearings
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature / date



Form revised May 2003

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Checklists complete | Application case numbers |
| <input type="checkbox"/> Fees collected      | _____ - _____ - _____    |
| <input type="checkbox"/> Case #s assigned    | _____ - _____ - _____    |
| <input type="checkbox"/> Related #s listed   | _____ - _____ - _____    |

\_\_\_\_\_  
Planner signature / date

**Project #**

\_\_\_\_\_

FORM P(3): SITE PLAN REVIEW - D.R.B. MEETING (UNADVERTISED)

SKETCH PLAN REVIEW AND COMMENT

- Scaled site sketch and related drawings showing proposed land use including structures, parking, Bldg. setbacks, adjacent rights-of-way and street improvements, etc. (folded to fit into an 8.5" by 14" pocket) 6 copies.
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Any original and/or related file numbers are listed on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Your attendance is required.

SITE DEVELOPMENT PLAN FOR SUBDIVISION

- Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) 6 copies.
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Copy of the document delegating approval authority to the DRB
- Infrastructure List, if relevant to the site plan
- 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Bring the original Mylar to the meeting for sign-off. Your attendance is required.

SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) 6 copies.
- Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. 6 copies.
- Solid Waste Management Department signature on Site Plan
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Copy of the document delegating approval authority to the DRB
- Infrastructure List, if relevant to the site plan
- Completed Site Plan for Building Permit Checklist
- 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
- Blue-line copy of Site Plan with Fire Marshal's stamp
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Bring the original Mylar to the meeting for sign-off. Your attendance is required.

AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION

AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) 6 copies.
- DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) Copies as needed above
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter briefly describing, explaining, and justifying the request
- Letter of authorization from the property owner if application is submitted by an agent
- Infrastructure List, if relevant to the site plan
- Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
- Fee (see schedule)
- Any original and/or related file numbers are listed on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Bring the original Mylar to the meeting for sign-off. Your attendance is required.

D.R.B. FINAL SIGN-OFF FOR E.P.C. APPROVED S.D.P. for SUBDIVISION

D.R.B. FINAL SIGN-OFF FOR E.P.C. APPROVED S.D.P. for BUILDING PERMIT

- Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) 6 copies.
- Approved Grading and Drainage Plan (folded to fit into an 8.5" by 14" pocket) 6 copies.
- Solid Waste Management Department signature on Site Plan (not required for SDP for Subdivision)
- Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
- Letter carefully explaining how each EPC condition has been met and a copy of the EPC Notification of Decision
- Infrastructure List, if relevant to the site plan
- 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
- Blue-line copy of Site Plan with Fire Marshal's stamp (not required for SDP for Subdivision)
- Any original and/or related file numbers are listed on the cover application

Meetings are approximately 8 DAYS after the Tuesday noon filing deadline. Bring the original Mylar to the meeting for sign-off. Your attendance is required.

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date



Form revised September 2001

- Checklists complete Application case numbers
- Fees collected - - -
- Case #s assigned - - -
- Related #s listed - - -

Planner signature / date

Project #